

FINANCIAL AID**To be considered for Federal Work-Study you must:**

- ✓ Complete a 2022-2023 FAFSA
- ✓ Maintain Satisfactory Academic Progress
- ✓ Maintain enrollment in credit courses all term
- ✓ Financial Aid process must be completed
- ✓ Attend mandatory FWS Briefing Session
- ✓ Register for College Central Network (CCN)

FEDERAL WORK-STUDY APPLICANT INFORMATIONFull Name: _____
Last First M.I.

Middlesex College ID Number: _____ Phone: _____

Address: _____
Street Apartment/Unit # City Zip Code

Middlesex College email: _____@my.middlesexcc.edu

Major at Middlesex College: _____ My career goal is: _____

Have you participated in the Federal Work Study Program before? Yes No

If yes, where did you work? _____ Semester and Year: _____

Why did you stop working? _____

Print off the form now, sign below and complete and sign the reverse side.

I certify that my answers are true and complete to the best of my knowledge.

I understand that false or misleading information in my application or on an interview may result in my release.

Signature Date

Your Financial Aid application and file must be complete in order to apply for and potentially be employed in the Federal Work Study program.

Affirmative Action Policy Statement

It is the policy of Middlesex College not to discriminate on the basis of race, creed, color, religion, national origin, age, sex, physical handicap or marital status in its educational programs, activities or employment. Further Middlesex College agrees to adhere to all federal and state statutes, orders, regulations and guidelines concerning equal opportunities.

2022-2023 FEDERAL WORK STUDY AGREEMENT

Please read this Federal Work Student (FWS) Employment Agreement Form carefully so that you will understand the terms of your FWS employment. Federal regulations require you sign and accept the terms of the employment set by the college and by the government. Complete the form online, print it, sign it and drop it off in Enrollment Services, West Hall, 1st Floor or scan and email to faid@middlesexcc.edu

FWS is a unique Financial Aid Award. FWS is different from a grant (“free money”), or a Subsidized Direct Loan (the ability to borrow money from the Federal Government to pay for college expenses). An FWS Award offers the opportunity for an eligible student to work on campus or off campus at a community service location, part-time, earning at least the college minimum wage (\$15.00). Earnings from FWS will be provided by direct deposit to the student’s checking account on a bi-monthly 15th and 30th basis.

Requirements for participating in FWS include registration in credits relating to your program of study, and meeting the ‘Satisfactory Academic Progress’ (SAP) requirements. The FWS program operates within a fixed federal budget each year.

Please read and check the boxes below certifying your understanding of these *additional conditions* for FWS employment:

- I agree that all Federal Financial Aid (federally assisted loans, grants, FWS) that I receive will be used toward my Middlesex College education related expenses.
- I agree that I will not work if and while Middlesex College is closed for any reason, such as emergency.
- I understand that I will be paid for hours worked on a bi-monthly 15th and 30th basis and earnings are not applied directly to my student account balance at Middlesex College.
- If I do not submit my signed timesheet on time, I understand that I will not be paid for those hours until the next pay period.
- I understand that during the academic year I cannot work more than 20 hours per week. Furthermore, if I am at work for 5 hours in a given day, I am required to take a 30 minutes unpaid lunch break and record the lunch break on my timesheet.
- I understand that I **cannot report to work when I am scheduled to attend class**, even if the class is canceled for that day.
- I agree to submit a copy of my current class schedule to my department supervisor **before starting work** each semester.

****My signature indicates that I have read this Middlesex College FWS Agreement Form, and understand all of the terms and conditions of FWS employment.***

Printed Name: _____ Middlesex College ID Number: _____

Signature

Date

R12/22